

EARLY RETURN OF FAMILY MEMBERS WORKSHEET

NAME:		RANK/RATE:		SSN:	
COMMAND:		UIC:		WORK:	
PRD:	EAOS:	DATE CMD SPONSORED:	PG 13 TOUR ELECTION DATE:		
PRESENT ADDRESS:				HOME PHONE:	
DEPARTURE DATE:	DESTINATION:	DATE OF PAGE 2:		NO OF DEPENDENTS:	
HOUSEHOLD GOODS SHIPMENT: () YES () NO		TO:			
POV SHIPMENT: () YES () NO		TO:			
FAMILY MEMBER(S) TO BE RETURNED EARLY: (Name, Relationship, and DOB)					

CHECK-OFF SECTION:					
____ Received original of approved request for early return of family members					
____ Travel orders prepared					
____ Passenger Transportation Request (PSAFE Form 4650/5) and Application for Transportation of Family Members (DD Form 884) received from member					
____ PRR submitted to NAVPTO					
____ Page 2 verified and updated					
____ Submit SDS Event to update DOS on EDVR					
____ Adjust allowances: ____ OHA ____ COLA ____ COMRATS ____ VHA					
NOTES:					
1. Members in receipt of PCS orders are not entitled to early return of family members at government expense if they have been notified of a PCS transfer (whether or not the orders are on board). Personnel in receipt of PCS/Separation/Retirement orders may not move their family members earlier than six months from transfer date.					
2. TLA is not authorized for early return of family members.					
3. Non-command sponsored family members are not entitled to early return at government expense.					
RETAIN FILE:					
____ Original request approved by the Installation Commander/Area Coordinator					
____ Copy of travel orders					
____ Copy of confirmed port call and related documents					
____ Copy of tour election on page 13					
____ Old page 2					